



Vacancy Announcement 2015-13B – Building Automation Systems Engineering Technician - Training Level II

Ref. 2014-42; 2015-13;

Open to: All interested candidates
Position: Building Automation Systems Engineering Technician
Opening date: February 5, 2015
Closing date: Open until filled
Work hours: Full time

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bishkek is seeking an individual for the position of Building Automation Systems Engineering Technician in the Facility Management Office.

Basic function of position

The Building Automation Systems (BAS) Engineering Technician (BASET) will report directly to the Facility Manager and be responsible for the operation and maintenance, which may include a Reliability Centered Maintenance program (RCM), of computer and microprocessor-controlled systems located throughout the U.S. Embassy Compound. The BAS Engineering Technician will perform maintenance and troubleshooting actions on software and hardware, computer/microprocessor systems that control the following mechanical / electrical systems: air conditioning and ventilation equipment, variable frequency controls equipment, generators, switchboard equipment, fuel distribution, fuel dispensing, potable water treatment, domestic water pumping, water distribution, waste water treatment, fire suppression, fire alarms, site perimeter gates and actuators, elevators, automatic queuing systems, kitchen equipment, associated digital and analog sensor's, fiber optics, signal cabling and digital transmission associated with automated building systems. The BAS Engineering Technician may also be called on to support maintenance of electronically controlled locking and surveillance systems.

Qualifications required

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: University degree (Diploma of specialist or B.A.) in Mechanical / Electrical / General / Instrumentation Engineering or Computer Science is required.

Experience: Minimum of five (5) years field experience in the operation and maintenance of building computer and microprocessor control systems. The experience may have been gained as a result of performing general maintenance on computer controlled systems and equipment; a minimum of three (3) years of experience with large, modern, commercial or Government office building in operations and

maintenance. Experience can include control systems used with security systems, fire alarm systems, and emergency electrical generator systems.

Two (2) years of experience, working as an engineer in the field of Mechanical / Electrical / General / Instrumentation Engineering / or Computer Science will substitute for three (3) years-time described above.

Languages: Incumbent must have English Level 3 working knowledge (reading, writing, and speaking); and fluent Russian Level 4 host country language, (reading, speaking, and writing) in order to communicate with local contractors and other LE Staff employees. *(Language abilities will be tested)*

Knowledge: The incumbent shall have specialized knowledge of general mechanical and electrical systems; and, shall possess job knowledge to include specialized computer literacy, strong math skills, and the ability to use measurement tools. Must have an expert knowledge of automated building mechanical and electrical control systems (system structure and design), direct digital control technology, devices and sequence of controls. Must have a thorough knowledge of programming set-points for a wide variety of computer and microprocessor controlled building equipment, be able to troubleshoot, calibrate and replace sensors, signal cabling, and sensors of HVAC equipment. An advanced knowledge of building systems and operations, mechanical principles and theories. Knowledge of normal, standby, and emergency modes of building systems is required. The successful candidate must be capable of rapidly assimilating vendor equipment programming guides and effectively applying this information to systems and equipment installed within the Embassy/Consulate facilities.

Incumbent must be familiar with operating parameters of specific building spaces and the specific systems that support each space in order not to disrupt critical operations when performing maintenance and repairs. This knowledge is important when scheduling maintenance work and repairs. Incumbent must have knowledge of local companies and/or regional companies that can provide material or service support for the systems within his area of responsibility. Incumbent must have detailed technical knowledge of the control systems within his/her area of responsibility and basic knowledge of how the control systems interface with the operating systems. Incumbent knowledge base must be equipment specific, with thorough understanding of the makes and models of the installed equipment. Must be proficient in the use of Microsoft Office software (Outlook, Word, Excel, Power Point etc.) and have working knowledge to use AutoCAD (or equivalent) to read and print, develop and modify drawings.

(This might be tested)

Skills and abilities: The incumbent shall have the skills and abilities in the following areas:

- Skill to perform testing of mechanical and control components and take equipment readings with various meters, and specialty tools to determine system errors;
- Substantial skill in comprehending engineering reports, specifications and related materials in English and Russian;
- Ability to respond to emergency situations in an efficient and timely manner to effect immediate analysis and repairs;
- Ability to work in various adverse conditions such as tight or enclosed spaces, at heights, and temperature extremes, indoors or outdoors to complete work assignments;

- Skill to communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information;
- Skill to operate a motor vehicle safely and carry a Class “B” driver’s license is required;
- Excellent interpersonal skills and be able to handle a large workload and multiple tasks;
- Ability to organize work schedule, documents, and equipment in area of responsibility;
- Ability to use AutoCAD (or equivalent) to read and print, develop and modify drawings.

The incumbent shall have the ability and skills in the following areas:

- Basic mechanical and electrical systems understanding.
- Troubleshooting, upgrade, maintenance and repair of computers and microprocessors.
- Programming set-points for computer and microprocessor controlled systems.
- Maintenance, calibration, repair, and replacement of sensors.
- Computerized controls for building automation and control of chillers and power generators.
- Maintenance and operation of test sets and monitoring equipment.

Selection process

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

Additional selection criteria

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174);
or
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant’s work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Submit application to

Human Resources Office, U.S. Embassy Bishkek

Address: Prospect Mira, 171, Bishkek, Kyrgyz Republic

Or e-mail: BishkekHR@state.gov

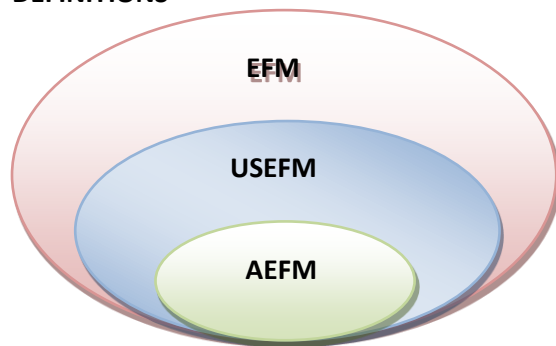
Point of contact

Telephone: +996-312-551-241 (Ask telephone operator to transfer the call to the Human Resources Office.) Fax: +996-312-551-264

Closing date for this position: Open until filled

The U.S. Mission in Bishkek provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A**DEFINITIONS**

This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, **an** EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a* U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is* listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; and
- *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References